

81-1541

DDA REGISTRY

FILE: O &amp; M - 1

21 JUL 1981

MEMORANDUM FOR: Executive Officer to the DDA

VIA: Regulations Control Division, OIS

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Proposed Headquarters Notice - Reallocation  
and Revalidation of Parking Permits

1. It is requested that the attached proposed Headquarters Notice be published no later than 17 August 1981.

2. The proposed notice contains the procedures and effective date of the annual reallocation of parking permits as required by Federal Management Policy Directives. Any questions concerning the publication of the proposed notice or the information contained therein, should be directed to the Space Maintenance and Facilities Branch, LSD/OL

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3. In order to provide sufficient advance notice to employees, it is recommended that the proposed notice be published no later than 17 August 1981. The new permits will become effective Monday, 5 October 1981.

(S) James H. McDonald

Attachment

✓cc: EO/DDA

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Approved For Release 2004/05/05 : CIA-RDP84B00890R000400070031-5

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not parked on the compounds.

5. The types of permits are as follows:

a. Reserved permits are for specific spaces that are reserved from 7:00 a.m. to 5:30 p.m. Reserved permits are allocated to each directorate for reissue to executive-level and other personnel for reasons of official responsibility or unusual working hours. A listing by name, permit number, employee number, room number, and extension must be returned to OL/LSD,

(1) Reserved parking spaces for medically/physically handicapped employees will be issued and controlled by the Office of Logistics, Logistics Services Division (OL/LSD). In addition, spaces at the Northeast Entrance of the Headquarters Building will be reserved for visiting and temporarily handicapped employees.

(2) Employees (other than carpool permit holders) assigned a reserved parking space may use any general permit parking area available at the Headquarters Building in the event their assigned space is occupied illegally by another vehicle. This does not relieve the person illegally parked in a reserved space from the penalties [redacted] Individuals assigned a reserved space should report any violations to the Federal Protective Office, [redacted]

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b. Carpool/vanpool permits are for specific spaces that are reserved from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays, and holidays. A carpool is defined as two or more employees who regularly commute five days a week to and from work whose normal duty hours begin between 7:00 a.m. and 12:00 noon. A vanpool is a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses. However, to qualify as a Headquarters or [redacted] carpool/vanpool member, employees must work at the building covered by the permit. These permits are distributed by the Office of Logistics, Logistics Services Division, to the principal member, upon receipt of a properly completed and executed Form 3545, Application for Carpool/Vanpool Parking Permit. If a carpool/vanpool fails to meet the criteria stipulated above for a period

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in excess of 10 consecutive workdays, the permit must be surrendered to OL/LSD, Room 1J45 Headquarters Building, [REDACTED]. However, carpools/vanpools that have surrendered their permits may reapply any time they meet the qualifications for a new permit. Their applications will be processed as a new application on a first-come, first-served basis. The appropriate Form 3545 may be obtained in Room 1J45 Headquarters Building, or second floor, main receptionist area, [REDACTED].

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c. A new service is available to Headquarters personnel desiring to join a carpool. A computerized list of existing carpools can be obtained in Room 1J45, [REDACTED] by providing your grid number taken from the large map in 1J corridor. First names and Agency telephone numbers of carpool principals are provided within the corresponding grid. Grid numbers must be provided on applications if this service is to succeed.

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d. Headquarters Building unreserved (lane) permits [REDACTED] lane permits are allocated to each directorate and are valid only for the area designated on the permit. These areas are restricted from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays, and holidays. Permits will be issued by each directorate to appropriate individuals. A listing by name, permit number, employee number, room number, and extension must be returned to OL/LSD, Room 1J45 to complete the parking records. Overflow parking is available at Headquarters in the West Lot general parking area and at the [REDACTED] in the general parking section.

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e. Visitor permits are issued to Agency components located outside the Headquarters Building and are for the use of personnel of those components when parking privately owned vehicles (POV's) in the Headquarters Building compound.

(1) Front/VIP--This permit is valid only for the area indicated on the permit and is good for three hours. In the event the area is full, the permit can be used in any of the visitors parking areas on the compound.

(2) North Lot "A" Lane--This permit is valid only for the area indicated on the permit and is good for three hours. In the event the area is full, the permit can be used for parking

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in West Lot "O" Lane.

(3) West Lot "O" Lane--This permit is valid only for the area indicated on the permit and is good for eight hours.

Visitor permits also are issued  Building. This permit is valid only for the area and section designated on a first-come basis and is limited to three hours. If all spaces are occupied, employees must park in the general parking section (no permit required).

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f. Shift permits will be issued upon memorandum request to OL/LSD through the component administrative officer. Shift workers displaying a shift permit are permitted to park as follows:

(1) Without time restriction in areas designated for shift workers in North Lot "L" Lane and South Lot "J" Lane.

(2) After 2:30 p.m. and before 8:30 a.m. in North "A" Visitors area.

(3) After 5:00 p.m. and before 7:00 a.m. in areas not posted reserved at all times.

g. A dock pass will be issued upon memorandum request to OL/LSD or by the FPO dock control office for POV's requiring temporary access to loading dock areas for official purposes. This permit is valid only for the North or South Dock areas in the Headquarters Building and is limited to one-hour parking time.

6. All personnel are reminded that the North and South Loading Dock areas at the Headquarters Building and their access roads are restricted areas with access limited at all times to official and commercial vehicles. POV's are not authorized to use these areas without specific authority as specified in paragraph 5g above.

7. Signs have been installed indicating all reserved, restricted, visitor, and other valid permit parking areas. Employees should check the signs to verify they are parked in the proper place.

8. Current Federal policy encourages the formation of car-pools/vanpools to conserve energy. The Agency has implemented this policy by reducing the number of general or lane parking spaces available to individuals and issuing spaces to carpools/

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vanpools with the priority of issuance based on the number of members.

9. Parking spaces for bicycles are available at the North and South Dock areas at Headquarters Building. Parking spaces for two-wheeled vehicles are located in North Lot "D" and "E" Lanes, South Lot "F" Lane, West Lot "O" Lane, and the North Loading Dock area at the Headquarters Building, and in Lane "A", Area B, Section 2 of the [redacted] compound. No permits are required for these areas. However, bicycles and two wheeled vehicles must not be parked in other areas.

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10. No vehicle may be parked longer than 72 hours in one location at the Headquarters [redacted] without prior approval. Employees who wish to park their POV's longer than 72 hours should contact the Security Duty Office, Room 1E26 Headquarters Building, [redacted]. Employees will be required to leave a set of keys for the vehicle with the Security Duty Office and fill out a form which includes the following information:

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- a. The year, make, and model of the vehicle.
- b. The license plate number (must be current and valid).
- c. A statement that the vehicle is in operating condition.
- d. The reason for the request.
- e. The specified period in which the POV is to be parked.
- f. The name, telephone number, and/or address of the operator, owner, or representative who may be contacted during the parking period.

11. All employees are reminded that violations of parking regulations are not only subject to court action but continued abuse may result in suspension of parking privileges and Agency administrative action. Your cooperation in the implementation of the parking program is essential to its continued success. Reference notice [redacted] concerning parking violations is in process and will be issued in the near future.

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